

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/PAO		X		
18					
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

To # 6: Please respond direct as related to Para # 4.

ER

Executive Secretary

29 Nov 85

Date

3637 (10-81)

85- 4718



*Metropolitan Washington  
Field Federal  
Safety And Health Council*

P.O. Box 6218, Annapolis, MD 21401-0218

Chairperson - Gloria J. Brown  
David Taylor Naval Ship R&D Center  
Annapolis Laboratory - Code 0407  
Annapolis, MD 21402-5067  
(301) 267-3465/FTS 980-3222

Vice Chairman - F. Clayton Pettaway  
Bureau of Engraving & Printing  
14th & C Streets, S.W., Room 420  
Washington, DC 20228  
(202) 447-0875

Secretary - James W. Marks  
Environmental Protection Agency  
839 Bestgate Road  
Annapolis, MD 21401  
(301) 224-2740/FTS 922-3752

November 22, 1985

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Honorable William J. Casey:

The Metropolitan Washington Field Federal Safety and Health Council appreciates the support that the Central Intelligence Agency has given the council during 1985. Largely because of the outstanding support of the Central Intelligence Agency and other Federal agencies throughout the Metropolitan Washington area, our council continues to enjoy success. The Metropolitan Washington Field Federal Safety and Health Council has successfully met the mandates of the Occupational Safety and Health Administration's Basic Program Elements for Federal Employees Occupational Safety and Health Programs for the past three years. The council's achievements have been recognized by the receipt of a major award for two of the last three years.

The Metropolitan Washington Field Federal Safety and Health Council would like to recognize the agencies that have helped the council achieve the success it now enjoys. To accomplish this, the council will be sponsoring its second Annual Awards Program on December 6, 1985. The Central Intelligence Agency has been designated to receive a Certificate of Appreciation during this program.

The Second Annual Awards Program will be held in the Department of Labor's Auditorium, located at 200 Constitution Avenue Northwest, Washington, D. C. Attendee registration will begin at 9:30 a.m. and the program will begin at 10:00 a.m. The guest speaker for the program, Mr. Patrick R. Tyson, Acting Assistant Secretary of Labor for OSHA, will present the agency awards.

The council would like for you to have your Designated Agency Safety and Health Official (DASHO) attend this program to receive your agency's award. If your Designated

DCI  
EXEC  
REG

Established by authority of Subpart K of Title 29 Code of Federal Regulations Part 1980, and Presidential Executive Order 12108.

P-306

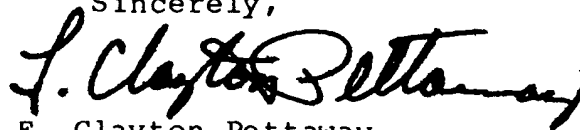
Honorable Casey

Page 2

Agency Safety and Health Official cannot attend this program, please designate someone else to receive your agency's award. Also, we would like for you to ensure that as many employees and management officials of your agency as possible are informed of our awards program and you may invite as many of them to attend as you like. However, we would like to know in advance who will be coming to represent your agency and therefore, would be most appreciative if you would have someone provide the name and title of each attendee to me as soon as possible. In order to complete the final arrangements for the program, we will need the information on the attendees and the recipient by December 2, 1985. My address is on the letterhead above, however if you would like to have someone provide this information by telephone, I can be reached on 447-0875.

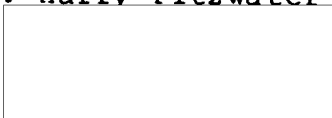
Once again, we thank you for the Central Intelligence Agency's support and we look forward to seeing your representative(s) at our Second Annual Awards Program on December 6, 1985.

Sincerely,



F. Clayton Pettaway  
Vice Chairman

cc: Harry Fitzwater



STAT